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Approved For Release 2005/06/22 : CIA-RDP78-03991A000200020021-4

# *Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 16 July 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 9 July to 15 July 1953

## 1. General

a. Materiel Reference Data Manual (continued) The submission of additional materiel to the printer has been postponed by reason of higher priority work involved with revision of area division FY 1954 budget estimates for materiel.

*G*  
 b. Revision of FY 1954 Forecast of Materiel Requirements (continued) Revised forecasts of materiel to be expended during FY 1954 have been received from all area divisions. However, the portion of the FE Division forecast, as represented by the forecast submitted by [ ] is considered excessive by DD/P-Admin. Consolidation of all area division gross requirements and application of inventories to determine net requirements is being held in abeyance, pending a decision of DD/P-Admin. regarding the portion of the [ ] forecast to be included in the consolidated requirements.

c. Master IBM Supply and Requirements Deck (continued) Preparation of a master deck of IBM cards continues in process. Completion is being delayed by reason of higher priority work involved with revision of area division FY 1954 budget estimates for materiel.

*S.I.*  
 d. Air Operations Course (new - completed) A member of this staff, [ ] is currently attending the Agency Air Operations Course, offered during the period 13 July to 8 August 1953. It is expected that the course will provide information desired in connection with logistical planning.

*S.I.*  
 e. Redistribution of Agency Operational Materiel (continued) Further study, relative to the redistribution of excess materiel stocks at [ ] is being made in accordance with the instructions from the Deputy Chief of Logistics.

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## 2. Projects and Studies in Process

a. Supply Base, [ ] (new) A study has been initiated to determine the facility and materiel requirement for the planned major support base at [ ]

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*S-1*  
c. New Supply Requisition Form (new) The Coordination and Planning Branch has designed a new supply requisition form for submission to the Supply Division. The proposed form not only combines the features of existing forms Nos. 36-125, "Requisition for Supplies, Equipment or Services" and 36-4, "Request for Shipment", thereby saving time, money and administrative work; but also makes available [ ] Concurrences

have been received from the operating divisions as well as the Procurement and Transportation Divisions and the Stock Control Branch of the Supply Division.

d. [ ] concluded) The problem of deciding the responsibility of DD/P senior staffs has been turned over to [ ] O&M.

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3. Other Items of Interest (Items c through i are all items which are generally of a non-recurring nature).

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*S-1*  
b. Draft Regulations (continued) The draft regulation covering the development of Logistical Annexes, has been prepared and is being circulated for comments and concurrences.

c. FE

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(2) A discussion of [ ] problems was held with the case officer. It has been determined that the Logistics Office will aid in recruitment, hiring, transfer, etc., to fill positions vacant and/or unfilled.

(3) A meeting was held with FE/[ ] Requirements Control Branch and Supply Division to clarify submission of second quarter FY 1954 requirements. The following decisions were made:

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(c) A letter of instructions to be used in preparation of requirements will be prepared by the Requirements Control Branch; i.e., breakdown as to where materiel will be procured, (PM, FI, PP, etc.).

The procedure above was necessitated by the lack of complete details and date of operation of IBM equipment

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e. SE  
The revised forecast of materiel to be expended during FY 1954 has been completed and the Division and the Requirements Control Branch are in agreement.

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(2) Maintained follow-up and expedited procurement action on urgently required electronics materiel.

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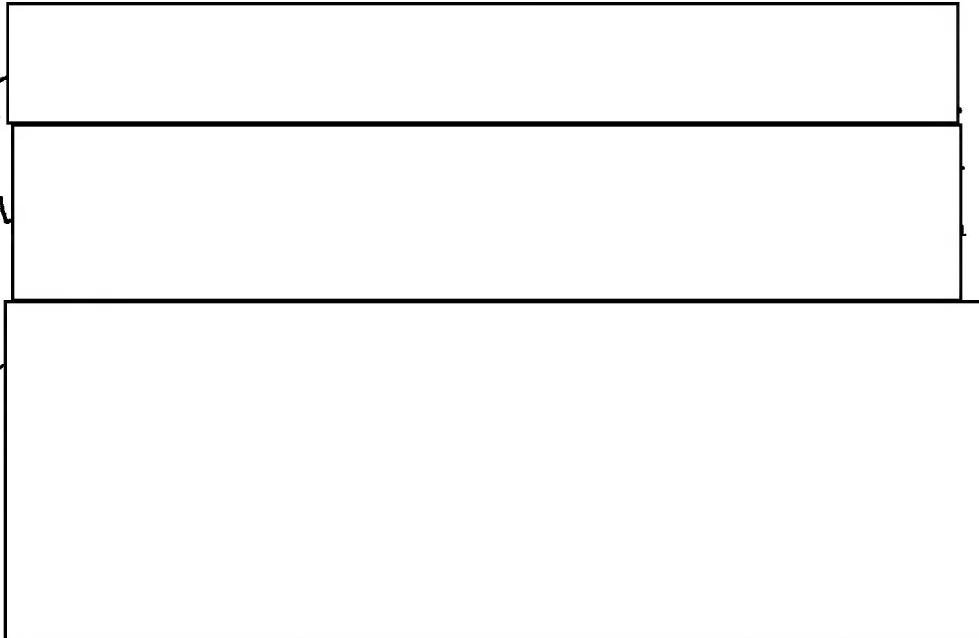
h. WH  
In the absence of the Division's logistics officer, coordinated with film library on eleven (11) movies requested by [REDACTED] It is believed at this time that we will not submit the film to them.

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